

- Eligibility Overview (E110)**
- Stamped cards and postcards may be mailed at various First-Class rates, depending on level of sortation.
 - Stamped card: a mailing card supplied by the USPS, with a printed or impressed postage stamp.
 - Double stamped card: two attached stamped cards (each with a printed or impressed stamp at the First-Class single-piece card rate) for the receiver to detach one card and mail back as a reply (E110.3).
 - Postcard: a privately printed mailing card requiring postage.
 - Double postcard: two attached postcards for the receiver to detach one card and mail back as a reply (E110.3).
- Cards must meet specific physical standards.
Nonconforming cards: charged at applicable First-Class letter rates.

Rates and Fees (R000, R100)	Single-piece card	\$0.200
	Double card	0.400 (\$0.200 each half) ¹
	Presorted First-Class	0.180
	Automation Carrier Route	0.140
	Automation Basic	0.166
	Automation 3-Digit	0.159
	Automation 5-Digit	0.143

¹Postage due for the “reply half” is not required to be affixed when mailed as a double card.

- Addressing (A010)**
- For Presorted and automation rates, each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code.

- Characteristics and Content (C100)**
- Required physical standards: shape, size, weight, paper quality, construction, and color (C100.2).
Other criteria: applicable automation rate standards (C810).
Dimensions (each stamped card, postcard, or half of double stamped card or postcard): rectangular, 3-1/2 to 4-1/4 inches high, *and* 5 to 6 inches long, *and* 0.007 to 0.016 inch thick.

- Deposit (D100)**
- Deposit:
- Single-piece card rate with postage affixed: collection boxes, carriers, or post offices.
 - Other card-rate mailings: business mail entry units or locations designated by postmaster.

- Mail Preparation and Sortation (M130, M810)**
- Single-piece card rate: none.
Other card-rate mailings: as applicable for rate claimed.
Postcard-size pieces are always banded when presorted and trayed.

- Postage and Payment Methods (P100)**
- Method:
- Stamped cards: sold with postage affixed.
 - Postcards: adhesive stamp (P022), precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.

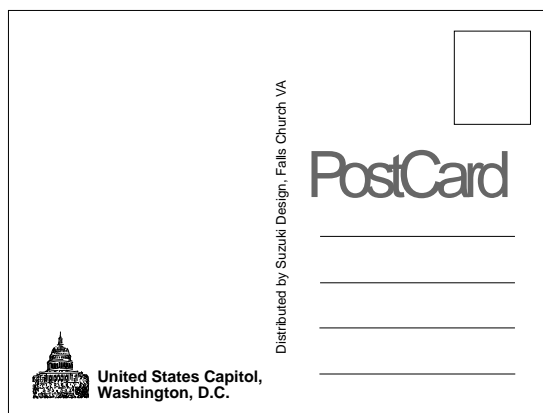
- Special Services (S900)**
- See Quick Service Guide 900.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Stamped Cards/Postcards/Double Cards



Stamped Card



Postcard



Double Postcard

Minimum size: 3-1/2" high x 5" long x .007" thick
 Maximum size: 4-1/4" high x 6" long x .016" thick

(Drawings not to scale)

Priority Mail

Related QSGs: 010, 900

120

Quick Service
Guide

Eligibility Overview (E120) Priority Mail is First-Class Mail weighing over 11 ounces; at the mailer's option, any mail weighing 11 ounces or less.
Priority Mail generally offers 2-day service to most domestic destinations. Often used to expedite matter mailable as First-Class, Periodicals, or Standard Mail. Special mailing envelopes and boxes available at no additional cost at post offices.

Rates and Fees (R100) Regardless of zone:
Up to 2 pounds \$3.00
3 pounds 4.00
4 pounds 5.00
5 pounds 6.00
Over 5 pounds, zoned rates (by distance).
Flat rate envelope: \$3.00 rate applies, regardless of weight or destination, for the material that fits into a USPS flat rate envelope (available at post offices) (E120.2).
Discount of \$0.11 per piece in presorted mailings of 300 or more addressed pieces (E120.3); annual presort mailing fee (\$85.00) applies (E110.4).

Addressing (A010) Each piece should include complete delivery and return addresses with correct ZIP Code or ZIP+4 code.

Characteristics and Content (C100) Minimum size: 3-1/2 inches high by 5 inches long. Maximum weight: 70 pounds. Maximum length and girth combined: 108 inches.

Deposit, Collection, and Delivery (D100) Pickup service (D010): single-piece Priority Mail at \$4.95 per stop (regardless of the number of pieces); service and information available by calling 1-800-222-1811. Only one fee for Express Mail, Priority Mail, or Parcel Post picked up at same time.
Deposit:
■ Single-piece prepaid packages (5 pounds or less): in collection boxes, handed to carriers, at post offices (some restrictions if metered).
■ Presorted mailings, all mail paid by permit imprint, all drop shipments: at business mail entry units with required postage statement.
Delivery: uninsured mail at mailer's option left in protected place if endorsed "Carrier—Leave If No Response" (D042.7).

Mail Preparation and Sortation (M120) Marking: "Priority," "Priority Mail," or, if applicable, "Presorted Priority Mail" (on addressed side of each piece).
Drop shipment: applicable standards (M072).
Presorted Priority Mail: on reverse.
See reverse for sack label Line 2 information.
Postage statement: Form 3605-P (meter postage) or Form 3605-R (permit imprint); other documentation may be required by standards for payment method used.

Postage and Payment Methods (P100) Method: adhesive stamp (P022) (single-piece rate only), meter (P030), or permit imprint (P040); applicable conditions and restrictions (P100.3). P070.6 also applies for drop shipments (Priority Mail and contents).

Special Services (S900) See Quick Service Guide 900.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Sacking Sequence

5-Digit (Required)

Packages: Letters and flats: minimum 6-piece package; smaller packages prohibited.

Labels: Red Label D or optional endorsement line (OEL).



Letters and Flats:
Required at 15 pounds per sack.

Minimum permitted:
one package of 6 pieces.

Parcels: Required at 6 pieces; smaller quantities prohibited. Mail that could not be placed in a 5-digit sack must be sorted to 3-digit sacks.

Labels: Use 5-digit ZIP Code destination of contents for Line 1.

3-Digit (Required)

Packages: Same as 5-digit preparation.

Labels: Green Label 3 or OEL.



Letters and Flats:
Required at 15 pounds per sack.

Minimum permitted:
one package of 6 pieces.

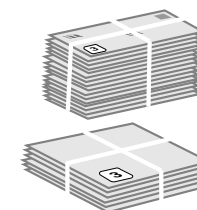
Parcels: Required at 6 pieces; smaller quantities prohibited. Mail that could not be placed in a 3-digit sack must be sorted to SCF sacks.

Labels: Use L002, Column A, for Line 1.

SCF (Required)

Packages: Same as 5-digit preparation.

Labels: Green Label 3 or OEL.



Letters and Flats:
Required at 15 pounds per sack.

Minimum permitted:
one package of 6 pieces.

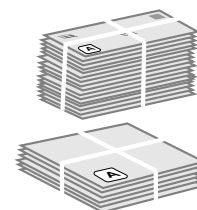
Parcels: Required at 6 pieces; smaller quantities prohibited. Mail that could not be placed in an SCF sack must be placed in residual sacks.

Labels: Use L002, Column C, for Line 1.

ADC (Optional)

Packages: Same as 5-digit preparation.

Labels: Pink Label A or OEL.



Letters and Flats:
Required at 15 pounds per sack.

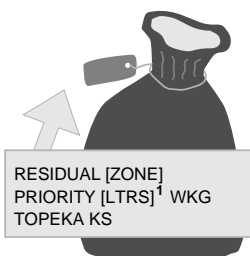
Minimum permitted:
one package of 6 pieces.

Parcels: Required at 6 pieces; smaller quantities prohibited. Mail that could not be placed in an ADC sack must be placed in residual sacks.

Labels: Use L102 for Line 1.



[# of pieces]
Residual Pieces

**Residual**

Packages: Packaged in groups of 25 pieces.

Letters, flats, and parcels sacked by zone.

Labels: Use "RESIDUAL" (and zone, if required) for Line 1.

No packaging required for parcels (M120.2).

¹Use "LTRS" for letters, "FLTS" for flats, and "PARCELS" for parcels.

First-Class Mail—Presorted Letters and Cards

Related QSGs: 010, 015, 102, 900

130

Quick Service
Guide

Eligibility Overview (E130)	Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must fit within letter-size processing category (C050.2). Pieces mailed at card rates and pieces mailed at letter rates must meet separate 500-piece minimums.										
Rates and Fees (R100)	<p>Presorted:</p> <table><tr><td>First ounce or fraction:</td><td></td></tr><tr><td>(For pieces weighing not more than 2 ounces)</td><td>\$0.295</td></tr><tr><td>(For pieces weighing more than 2 ounces)</td><td>0.249</td></tr><tr><td>Each additional ounce or fraction</td><td>0.230</td></tr><tr><td>Card</td><td>0.180</td></tr></table> <p>Additional \$0.05 surcharge for nonstandard pieces weighing 1 ounce or less not mailed at card rates (C100.4). Annual \$85.00 presort mailing fee (E110.4).</p>	First ounce or fraction:		(For pieces weighing not more than 2 ounces)	\$0.295	(For pieces weighing more than 2 ounces)	0.249	Each additional ounce or fraction	0.230	Card	0.180
First ounce or fraction:											
(For pieces weighing not more than 2 ounces)	\$0.295										
(For pieces weighing more than 2 ounces)	0.249										
Each additional ounce or fraction	0.230										
Card	0.180										
Addressing (A010)	<p>Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. Addresses on all pieces updated within 180 days before mailing through a USPS-approved address update tool (e.g., ACS, NCOA, <i>FASTforward</i>SM, or the appropriate ancillary service endorsement under F010). A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.</p>										
Characteristics and Content (C050, C100)	<p>Maximum weight: 11 ounces. Upgradable option: see Quick Service Guide 131. Shape: rectangular. Dimensions:</p> <ul style="list-style-type: none">■ Minimum: 3-1/2 inches high, 5 inches long, and 0.007 inch thick.■ Maximum for cards at card rates: 4-1/4 inches high, 6 inches long, and 0.016 inch thick.■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick.										
Deposit (D100)	Mailing entered at an acceptance point designated by USPS.										
Mail Preparation and Sortation (M130)	<p>Marking on each piece: “Presorted” and “First-Class.” Documentation:</p> <ul style="list-style-type: none">■ Postage statement: Form 3600-P (meter or precanceled stamp) or Form 3600-R (permit imprint), as applicable.■ Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format). <p>1-foot or 2-foot trays used (M033) where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used). See reverse for tray label Line 2 information. Use 2-inch tray labels (M031). Trays sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mixed ADC trays and mailings that originate and destinate in delivery area of same SCF.</p>										
Postage and Payment Methods (P100)	<p>Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions. Additional standards apply to mailings of nonidentical-weight pieces.</p>										
Special Services (S900)	<p>See Quick Service Guide 900.</p>										

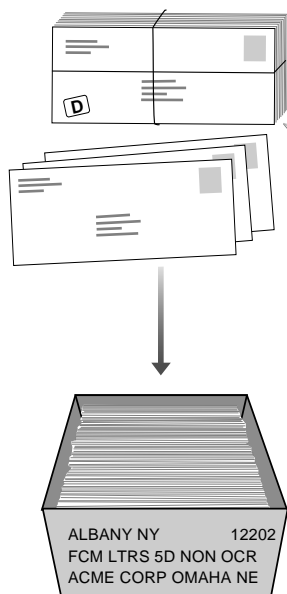
This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Traying Sequence

5-Digit (Required)

Packages: Packaging not required if sufficient quantity to fill a 5-digit tray. Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Red Label D or optional endorsement line (OEL).



Trays: Full trays only for pieces to same 5-digit ZIP Code; packaging not required; less-than-full trays not permitted.

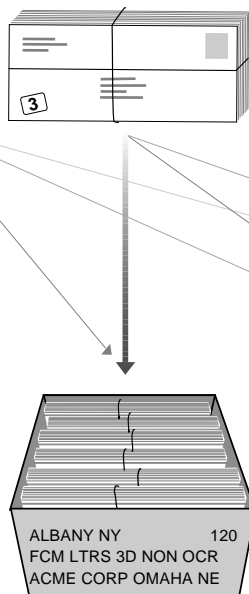
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: Presorted

3-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a package not permitted.

Labels: Green Label 3 or OEL.



Trays: Full trays only for packages to same 3-digit ZIP Code prefix; less-than-full trays not permitted. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining packages for each 3-digit ZIP Code of SCF serving post office where mail is verified.)

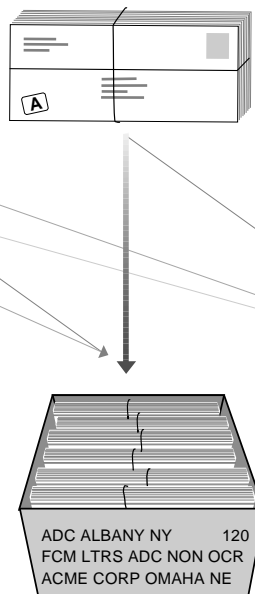
Labels: For Line 1, use L002, Column A, for destination facility.

Rate: Presorted

ADC (Required)

Packages: Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.

Labels: Pink Label A or OEL.



Trays: Full trays only for packages to same ADC (see L004); less-than-full trays not permitted.

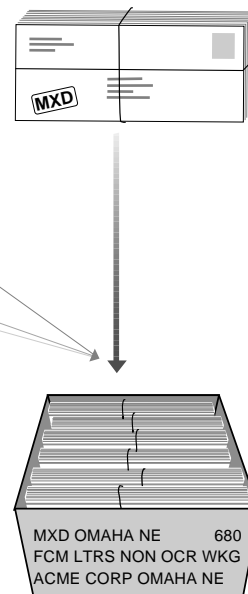
Labels: For Line 1, use L004 for destination facility.

Rate: Presorted

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.



Trays: Any remaining packages placed in mixed ADC trays; only one less-than-full tray permitted.

Labels: For Line 1, use "MXD" followed by city/state/ZIP of origin facility in L002, Column C.

Rate: Presorted

Packaging required in mailings consisting entirely of postcard-size pieces and for other pieces placed in less-than-full trays.

First-Class Mail—Presorted Letters and Cards—Upgradable

Related QSGs: 010, 015, 102, 810, 811, 900

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Quick Service
Guide

Eligibility Overview (E130)	Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must be automation-compatible (C810 and C830). Pieces mailed at card rates and pieces mailed at letter rates must meet separate 500-piece minimums.										
Rates and Fees (R100)	<p>Presorted:</p> <table><tr><td>First ounce or fraction:</td><td></td></tr><tr><td>(For pieces weighing not more than 2 ounces)</td><td>\$0.295</td></tr><tr><td>(For pieces weighing more than 2 ounces)</td><td>0.249</td></tr><tr><td>Each additional ounce or fraction</td><td>0.230</td></tr><tr><td>Card</td><td>0.180</td></tr></table> <p>Annual \$85.00 presort mailing fee (E110.4).</p>	First ounce or fraction:		(For pieces weighing not more than 2 ounces)	\$0.295	(For pieces weighing more than 2 ounces)	0.249	Each additional ounce or fraction	0.230	Card	0.180
First ounce or fraction:											
(For pieces weighing not more than 2 ounces)	\$0.295										
(For pieces weighing more than 2 ounces)	0.249										
Each additional ounce or fraction	0.230										
Card	0.180										
Addressing (A010, A800)	<p>Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code.</p> <p>Addresses on all pieces updated within 180 days before mailing through a USPS-approved address update tool (e.g., ACS, NCOA, <i>FASTforward</i>SM, or the appropriate ancillary service endorsement under F010).</p> <p>A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.</p>										
Characteristics and Content (C810, C830)	<p>Maximum weight: 2.5 ounces.</p> <p>Automation compatibility: machine-printed nonscript addresses, OCR read area and barcode clear zone meeting reflectance standards, and paper that can accept ink.</p> <p>Shape: rectangular. Aspect ratio from 1:1.3 to 1:2.5 (C810.2.2).</p> <p>Dimensions:</p> <ul style="list-style-type: none">■ Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick <i>if not more than 4-1/4 inches high and 6 inches long</i>; or 0.009 inch thick <i>if more than 4-1/4 inches high or 6 inches long, or both</i>.■ Maximum for cards at card rates: 4-1/4 inches high, 6 inches long, and 0.016 inch thick.■ Maximum for letters and other cards: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick.										
Deposit (D100)	Mailing entered at an acceptance point designated by USPS.										
Mail Preparation and Sortation (M130)	<p>Marking on each piece: “Presorted” and “First-Class.”</p> <p>Documentation:</p> <ul style="list-style-type: none">■ Postage statement: Form 3600-P (meter or precanceled stamp) or Form 3600-R (permit imprint), as applicable.■ Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format). <p>1-foot or 2-foot trays used (M033) where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used).</p> <p>See reverse for tray label Line 2 information.</p> <p>Use 2-inch tray labels (M031).</p> <p>Trays sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mixed AADC trays and mailings that originate and destinate in delivery area of same SCF.</p>										
Postage and Payment Methods (P100)	<p>Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.</p> <p>Additional standards apply to mailings of nonidentical-weight pieces.</p>										
Special Services (S900)	<p>See Quick Service Guide 900.</p>										

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Traying Sequence

5-Digit (Optional)

Trays: Full trays only for pieces to same 5-digit ZIP Code; packaging not permitted; less-than-full trays not permitted.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: Presorted

3-Digit (Required)

Trays: Full trays only for pieces to same 3-digit ZIP Code prefix; packaging not permitted; less-than-full trays not permitted. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining pieces for each 3-digit ZIP Code of SCF serving post office where mail is verified.)

Labels: For Line 1, use L002, Column A, for destination facility.

Rate: Presorted

AADC (Required)

Trays: Full trays only for pieces to same AADC (see L801); pieces grouped by 3-digit ZIP Code prefix; packaging not permitted; less-than-full trays not permitted.

Labels: For Line 1, use L801 for destination facility.

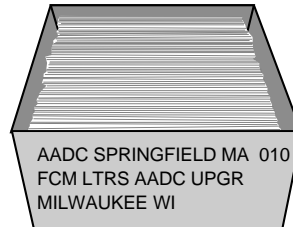
Rate: Presorted

Mixed AADC (Required)

Trays: Any remaining pieces placed in mixed AADC trays; pieces grouped by AADC; only one less-than-full tray permitted.

Labels: For Line 1, use "MXD" followed by city/state/ZIP origin facility in L002, Column C.

Rate: Presorted



Packaging required in mailings consisting entirely of postcard-size pieces and for other pieces placed in less-than-full trays.

Eligibility Overview (E130)	Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must fit within flat-size processing category (C050.3).								
Rates and Fees (R100)	<p>Presorted:</p> <table> <tr> <td>First ounce or fraction:</td><td></td></tr> <tr> <td>(For pieces weighing not more than 2 ounces)</td><td>\$0.295</td></tr> <tr> <td>(For pieces weighing more than 2 ounces)</td><td>0.249</td></tr> <tr> <td>Each additional ounce or fraction</td><td>0.230</td></tr> </table> <p>Additional \$0.05 surcharge for nonstandard pieces weighing 1 ounce or less not mailed at card rates (C100.4). Annual \$85.00 presort mailing fee (E110.4).</p>	First ounce or fraction:		(For pieces weighing not more than 2 ounces)	\$0.295	(For pieces weighing more than 2 ounces)	0.249	Each additional ounce or fraction	0.230
First ounce or fraction:									
(For pieces weighing not more than 2 ounces)	\$0.295								
(For pieces weighing more than 2 ounces)	0.249								
Each additional ounce or fraction	0.230								
Addressing (A010)	<p>Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. Addresses on all pieces updated within 180 days before mailing through a USPS-approved address update tool (e.g., ACS, NCOA, <i>FASTforward</i>SM, or the appropriate ancillary service endorsement under F010). A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.</p>								
Characteristics and Content (C050)	<p>Maximum weight: 11 ounces. Shape: rectangular, unless greater than 0.25 inch thick. Dimensions:</p> <ul style="list-style-type: none"> ■ Minimum: more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 0.25 inch thick. ■ Maximum: 15 inches long, 12 inches high, and 0.75 inch thick. 								
Deposit (D100)	Mailing entered at an acceptance point designated by USPS.								
Mail Preparation and Sortation (M130)	<p>Marking on each piece: “Presorted” and “First-Class.” Documentation:</p> <ul style="list-style-type: none"> ■ Postage statement: Form 3600-P (meter or precanceled stamp) or Form 3600-R (permit imprint), as applicable. ■ Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format). <p>See reverse for tray label Line 2 information. Use 2-inch tray labels (M031). Flat trays capped and secured with two straps (M033).</p>								
Postage and Payment Methods (P100)	<p>Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions. Additional standards apply to mailings of nonidentical-weight pieces.</p>								
Special Services (S900)	See Quick Service Guide 900.								

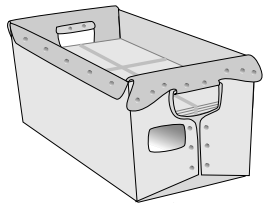
This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Traying Sequence

5-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Red Label D or optional endorsement line (OEL).



PHILADELPHIA PA 19118
FCM FLTS 5D NON BC
TOPEKA KS

Trays: Full trays only for packages to same 5-digit ZIP Code; less-than-full trays not permitted.

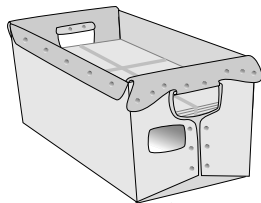
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: Presorted

3-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a package not permitted.

Labels: Green Label 3 or OEL.



PHILADELPHIA PA 191
FCM FLTS 3D NON BC
TOPEKA KS

Trays: Full trays only for packages to same 3-digit ZIP Code prefix; less-than-full trays not permitted. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining packages for each 3-digit ZIP Code of SCF serving post office where mail is verified.)

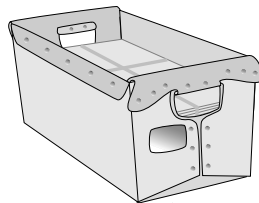
Labels: For Line 1, use L002, Column A, for destination facility.

Rate: Presorted

ADC (Required)

Packages: Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.

Labels: Pink Label A or OEL.



ADC PHILADELPHIA PA 190
FCM FLTS ADC NON BC
TOPEKA KS

Trays: Full trays only for packages to same ADC (see L004); less-than-full trays not permitted.

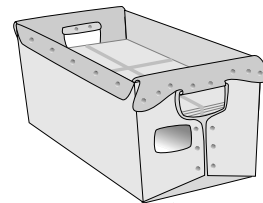
Labels: For Line 1, use L004 for destination facility.

Rate: Presorted

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.



MXD TOPEKA KS 664
FCM FLTS NON BC WKG
TOPEKA KS

Trays: Any remaining packages placed in mixed ADC trays; only one less-than-full tray permitted.

Labels: For Line 1, use "MXD" followed by city/state/ZIP of origin 3-digit facility in L002, Column C.

Rate: Presorted

For flats, a full tray is defined as one that contains at least a single stack of pieces lying flat that reaches bottom of handholds, but no more than can be contained in tray with lid secured in place with two straps. When possible, pieces must be placed in two stacks to optimize tray use. Total weight of tray may not exceed 70 pounds.

First-Class Mail—Presorted Parcels

Related QSGs: 010, 015, 050, 900

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Quick Service
Guide

Eligibility Overview (E130)	Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must fit within same processing category (C050).								
Rates and Fees (R100)	<p>Presorted:</p> <table><tr><td>First ounce or fraction:</td><td></td></tr><tr><td>(For pieces weighing not more than 2 ounces)</td><td>\$0.295</td></tr><tr><td>(For pieces weighing more than 2 ounces)</td><td>0.249</td></tr><tr><td>Each additional ounce or fraction</td><td>0.230</td></tr></table> <p>Annual \$85.00 presort mailing fee (E110.4).</p>	First ounce or fraction:		(For pieces weighing not more than 2 ounces)	\$0.295	(For pieces weighing more than 2 ounces)	0.249	Each additional ounce or fraction	0.230
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(For pieces weighing not more than 2 ounces)	\$0.295								
(For pieces weighing more than 2 ounces)	0.249								
Each additional ounce or fraction	0.230								
Addressing (A010)	<p>Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. Addresses on all pieces updated within 180 days before mailing through a USPS-approved address update tool (e.g., ACS, NCOA, <i>FASTforward</i>SM, or the appropriate ancillary service endorsement under F010).</p> <p>A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.</p>								
Characteristics and Content (C050)	<p>Maximum weight: 11 ounces.</p> <p>Dimensions: see Quick Service Guide 050.</p>								
Deposit (D100)	Mailing entered at an acceptance point designated by USPS.								
Mail Preparation and Sortation (M130)	<p>Marking on each piece: “Presorted” and “First-Class.”</p> <p>Documentation:</p> <ul style="list-style-type: none">■ Postage statement: Form 3600-P (meter or precanceled stamp) or Form 3600-R (permit imprint), as applicable.■ Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format). <p>See reverse for sack label Line 2 information.</p> <p>See M130.5 for packaging of parcels up to 1/2 inch thick that exceed any one dimension of flat-size mail (C050.3).</p>								
Postage and Payment Methods (P100)	<p>Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.</p> <p>Additional standards apply to mailings of nonidentical-weight pieces.</p>								
Special Services (S900)	<p>See Quick Service Guide 900.</p> <p>This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.</p>								

Sacking Sequence

5-Digit (Required)



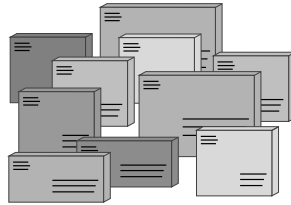
PHILADELPHIA PA 19118
FCM PARCELS 5D
TOPEKA KS

Sacks: Pieces must be sacked if 10 or more pounds of pieces to same 5-digit ZIP Code; less than 10 pounds in a sack not permitted.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: Presorted

3-Digit (Required)



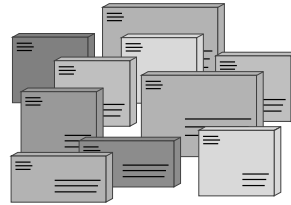
PHILADELPHIA PA 191
FCM PARCELS 3D
TOPEKA KS

Sacks: Pieces must be sacked if 10 or more pounds of pieces to same 3-digit ZIP Code prefix; less than 10 pounds in a sack not permitted. (Exception: After all full sacks are prepared, one less-than-full sack must be prepared for any remaining pieces for each 3-digit ZIP Code of SCF serving post office where mail is verified.)

Labels: For Line 1, use L002, Column A, for destination facility.

Rate: Presorted

ADC (Required)



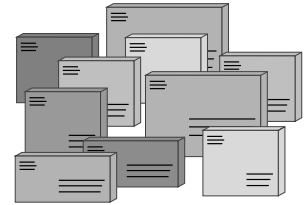
ADC PHILADELPHIA PA 190
FCM PARCELS ADC
TOPEKA KS

Sacks: Pieces must be sacked if 10 or more pounds of pieces to same ADC (see L004); less than 10 pounds in a sack not permitted.

Labels: For Line 1, use L004 for destination facility.

Rate: Presorted

Mixed ADC (Required)



MXD TOPEKA KS 664
FCM PARCELS WKG
TOPEKA KS

Sacks: Any remaining pieces must be placed in mixed ADC sacks; only one less-than-full sack permitted.

Labels: For Line 1, use "MXD" followed by city/state/ZIP of origin 3-digit facility in L002, Column C.

Rate: Presorted

Packaging not required for pieces 1/2 inch thick or larger if they are placed in a sack to same destination to which they would have otherwise been packaged. Prepared in green sacks.

First-Class Mail—Automation Letters and Cards

Related QSGs: 010, 012, 015, 810, 811, 900, 922, 923, 924

140

Quick Service
Guide

Eligibility Overview (E140)	Mailings of 500 or more addressed pieces, 100% delivery point barcoded (C840), sorted and marked as described below. All pieces must be automation-compatible (C810). Pieces mailed at card rates and pieces mailed at letter rates must meet separate 500-piece minimums.		
Rates and Fees (R100)	Carrier Route (optional) <i>First ounce or fraction:</i> (Pieces weighing not more than 2 ozs.) \$0.230 (Pieces weighing more than 2 ozs.) 0.184 <i>Each additional ounce or fraction</i> 0.230 Card 0.140	3-Digit <i>First ounce or fraction:</i> (Pieces weighing not more than 2 ozs.) \$0.254 (Pieces weighing more than 2 ozs.) 0.208 <i>Each additional ounce or fraction</i> 0.230 Card 0.159	5-Digit (optional) <i>First ounce or fraction:</i> (Pieces weighing not more than 2 ozs.) \$0.238 (Pieces weighing more than 2 ozs.) 0.192 <i>Each additional ounce or fraction</i> 0.230 Card 0.143
		Basic <i>First ounce or fraction:</i> (Pieces weighing not more than 2 ozs.) \$0.261 (Pieces weighing more than 2 ozs.) 0.215 <i>Each additional ounce or fraction</i> 0.230 Card 0.166	
	Annual \$85.00 presort mailing fee (E110.4). Carrier route rates limited to 5-digit ZIP Codes identified in the City State File.		
Addressing (A800, A950)	Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950. Addresses on all pieces updated within 180 days before mailing through a USPS-approved address update tool (e.g., ACS, NCOA, <i>FASTforward</i> SM , or the appropriate ancillary service endorsement under F010). Addresses matched using CASS/MASS-certified process within 6 months before mailing. Carrier route information updated using CASS-certified process within 90 days before mailing.		
Characteristics and Content (C810)	Maximum weight: 3.4383 ounces (pieces over 3 ounces must meet additional standards in C810.7.5). Shape: rectangular. Aspect ratio from 1:1.3 to 1:2.5 (C810.2.2). Dimensions: <ul style="list-style-type: none"> ■ Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick <i>if not more than 4-1/4 inches high and 6 inches long</i>; or 0.009 inch thick <i>if more than 4-1/4 inches high or 6 inches long, or both</i>. ■ Maximum for cards at card rates: 4-1/4 inches high, 6 inches long, and 0.016 inch thick. ■ Maximum for letters and other cards: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick. All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.		
Deposit (D100)	Mailing entered at an acceptance point designated by USPS.		
Mail Preparation and Sortation (M810)	Marking on each piece: "Presorted," "First-Class," and "AUTO" (for Carrier Route rate pieces, "First-Class," "Presorted," and "AUTOOCR"). Pieces not claimed at an automation rate must not be marked "AUTO" or "AUTOOCR" unless single-piece postage is affixed or a corrective single-piece rate marking is applied under P100. Pieces do not require an "AUTO" marking if they bear a DPBC in the address block or on an insert visible through the window in the address block or lower right corner (M012). Documentation: <ul style="list-style-type: none"> ■ Postage statement: Form 3600-P (meter or precanceled stamp) or Form 3600-R (permit imprint), as applicable. ■ Address, barcode (A950), and CRIS accuracy (A930): Form 3553. ■ Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format). 1-foot or 2-foot trays used (M033) where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used). Barcoded tray labels required (M032). See reverse for tray label Line 2 information. Trays sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mixed AADC trays and mailings that originate and destinate in delivery area of same SCF. 		
Postage and Payment Methods (P100)	Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions. Additional standards apply to mailings of nonidentical-weight pieces.		
Special Services (S900)	See Quick Service Guide 900.		

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

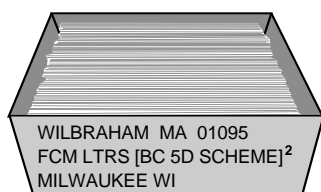
Traying Sequence

5-Digit/Scheme
(Optional)

Trays: At least 150 pieces to same 5-digit ZIP Code or 5-digit scheme destination; packaging not permitted; only one overflow tray permitted per destination.

Barcoded Labels: For Line 1: use city, state, and 5-digit ZIP Code on mail; on optional 5-digit scheme trays, use destination in City State File.

Rate: 5-Digit

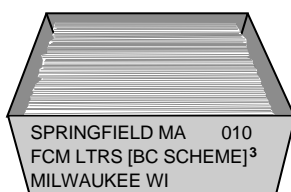


3-Digit/Scheme (Required)

Trays: At least 150 pieces to same 3-digit ZIP Code/scheme destination; packaging not permitted; only one overflow tray permitted per destination. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining pieces for each 3-digit ZIP Code/scheme of SCF serving post office where mail is verified.)

Barcoded Labels: For Line 1, use L002, Column B, for destination facility.

Rate: 3-Digit or Basic¹



AADC (Required)

Trays: At least 150 pieces to same AADC; packaging not permitted; pieces within trays grouped by 3-digit/scheme destination; only one overflow tray permitted per destination.

Barcoded Labels: For Line 1, use L801 for destination facility.

Rate: Basic

Mixed AADC
(Required)

Trays: All remaining pieces placed in mixed AADC trays; pieces within trays grouped by AADC tray; only one less-than-full mixed AADC tray permitted per mailing.

Barcoded Labels: For Line 1, use "MXD" followed by city/state/ZIP of origin facility in L002, Column C.

Rate: Basic



¹Basic rate for any 3-digit/scheme tray for the origin SCF area containing fewer than 150 pieces.

²Use "5D BC" on 5-digit trays; on optional 5-digit scheme trays, use "BC 5D SCHEME."

³Use "3D BC" on 3-digit trays; on 3-digit scheme trays, use "BC SCHEME" and, if applicable, as shown in L002, Column B, followed by the letter "A," "B," or "C."

Where overflow trays are permitted, they are required for required presort levels and optional for optional presort levels (M033.2).

Optional Carrier Route Preparation

At least 10 or more pieces to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit); fewer than 10 pieces per route not permitted. Use an optional endorsement line or carrier route information line.

Carrier Route

Trays: Full trays only for pieces to same carrier route; packaging not permitted. Card-size pieces must be banded. Less-than-full trays not permitted.

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate:
Carrier
Route



5-Digit Carrier Routes

Trays: 5-digit trays are required if enough mail for a full tray, optional otherwise, but preparation of content must be as described. After all full carrier route trays prepared, remaining carrier route pieces (10 or more per route) must be grouped (use separator cards in full trays and banding material in less-than-full trays) and placed in 5-digit carrier routes trays (no minimum number of pieces per tray).

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: Carrier Route

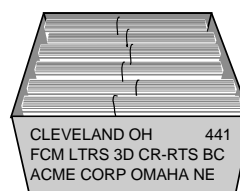


3-Digit Carrier Routes

Trays: Carrier route packages only; optional with minimum one 10-piece carrier route package for each of two or more 5-digit areas.

Barcoded Labels: For Line 1, use city, state, and 3-digit ZIP Code prefix shown in L002, Column A.

Rate: Carrier Route



Carrier route rates limited to 5-digit ZIP Codes identified in the City State File.

Packaging required in all mailings consisting entirely of postcard-size pieces and for pieces in overflow, less-than-full, and 3-digit carrier routes trays.

Eligibility Overview (E140)	Mailings of 500 or more addressed pieces, 100% ZIP+4 barcoded or delivery point barcoded (C840), sorted and marked as described below. All pieces must fit within standards for flat-size barcoded mail (C820).	
Rates and Fees (R100)	3/5 Flats	
	First ounce or fraction:	
	(For pieces weighing not more than 2 ounces)	\$0.270
	(For pieces weighing more than 2 ounces)	0.224
	Each additional ounce or fraction	0.230
	Basic Flats	
	First ounce or fraction:	
	(For pieces weighing not more than 2 ounces)	\$0.290
	(For pieces weighing more than 2 ounces)	0.244
	Each additional ounce or fraction	0.230
	Additional \$0.05 surcharge for nonstandard pieces weighing 1 ounce or less not mailed at card rates (C100.4).	
	Annual \$85.00 presort mailing fee (E110.4).	
Addressing (A800, A950)	Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950. Addresses on all pieces updated within 180 days before mailing through a USPS-approved address update tool (e.g., ACS, NCOA, <i>FASTforward</i> SM , or the appropriate ancillary service endorsement under F010). Addresses matched using a CASS/MASS-certified process within 6 months before mailing.	
Characteristics and Content (C820)	<p>Maximum weight: 11 ounces.</p> <p>Shape: rectangular.</p> <p>Dimensions:</p> <ul style="list-style-type: none"> ■ Not less than 6 or more than 12 inches high. ■ Not less than 5 inches long <i>if 6 to 7-1/2 inches high</i>; or not less than 6 inches long <i>if more than 7-1/2 inches high</i>. ■ Not more than 15 inches long. ■ Not less than 0.009 or more than 0.75 inch thick. <p>All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.</p>	
Deposit (D100)	Mailing entered at an acceptance point designated by USPS.	
Mail Preparation and Sortation (M820)	<p>Marking on each piece: "Presorted," "First-Class," and "AUTO." Pieces do not require an "AUTO" marking if they bear a ZIP+4 barcode or DPBC in the address block or on an insert visible through the window in the address block or lower right corner (M012).</p> <p>Documentation:</p> <ul style="list-style-type: none"> ■ Postage statement: Form 3600-P (meter or precanceled stamp) or Form 3600-R (permit imprint), as applicable. ■ Address and barcode accuracy: Form 3553 (A950). ■ Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format). <p>Barcoded tray labels required (M032).</p> <p>See reverse for tray label Line 2 information.</p> <p>Flat trays capped and secured with two straps (M033).</p>	
Postage and Payment Methods (P100)	<p>Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.</p> <p>Additional standards apply to mailings of nonidentical-weight pieces.</p>	
Special Services (S900)	See Quick Service Guide 900.	

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

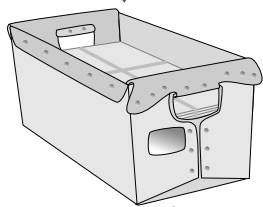
Packaging and Traying Sequence

5-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Red Label D or optional endorsement line (OEL).

Rate: 3/5 Flats



PHILADELPHIA PA 19118
FCM FLTS 5D BC
TOPEKA KS

Trays: Full trays only for packages to same 5-digit ZIP Code; packaging always required; less-than-full trays not permitted.

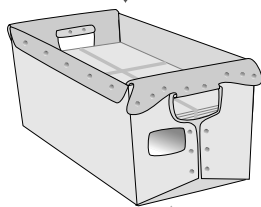
Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

3-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a package not permitted.

Labels: Green Label 3 or OEL.

Rate: 3/5 Flats



PHILADELPHIA PA 191
FCM FLTS 3D BC
TOPEKA KS

Trays: Full trays only for packages to same 3-digit ZIP Code prefix; less-than-full trays not permitted. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining packages for each 3-digit ZIP Code of SCF serving post office where mail is verified.)

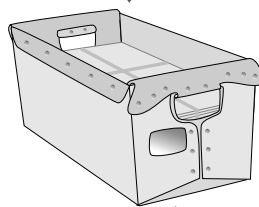
Barcoded Labels: For Line 1, use L002, Column A, for destination facility.

ADC (Required)

Packages: Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.

Labels: Pink Label A or OEL.

Rate: Basic Flats



ADC PHILADELPHIA PA 190
FCM FLTS ADC BC
TOPEKA KS

Trays: Full trays only for packages to same ADC (see L004); less-than-full trays not permitted.

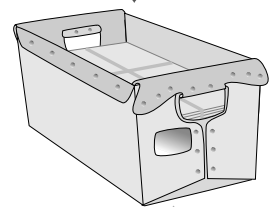
Barcoded Labels: For Line 1, use L004 for destination facility.

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.

Rate: Basic Flats



MXD TOPEKA KS 664
FCM FLTS BC WKG
TOPEKA KS

Trays: Any remaining packages placed in mixed ADC trays; only one less-than-full tray permitted.

Barcoded Labels: For Line 1, use "MXD" followed by city/state/ZIP of origin facility in L002, Column C.

For flats, a full tray is defined as one that contains at least a single stack of pieces lying flat that reaches bottom of handholds, but no more than can be contained in tray with cover secured in place with two straps. When possible, pieces must be placed in two stacks to optimize tray use. Total weight of tray may not exceed 70 pounds.